



EMPLOYMENT OPPORTUNITY

POSITION: Executive Assistant

Final Filing Date: UNTIL FILLED

AGENCY FUNCTION:

The State Council on Developmental Disabilities is primarily a federally funded state agency, with the responsibility to plan for and monitor services for people with developmental disabilities. These functions are defined in Division 4.5 of the California Welfare and Institutions Code and Federal Public Law 106-402.

GENERAL DUTIES OF THE POSITION:

The Executive Assistant position is under the direction of the Executive Director. The position provides a high level of assistance to the Executive Director and Chief Deputy Director on sensitive and confidential issues. The Executive Assistant is expected to consistently exercise a high degree of initiative, independence, flexibility, and responsibility in performing assigned tasks. The Executive Assistant reviews and analyzes incoming correspondence; determines priorities and drafts written responses to complex letters and documents received at the Council; reviews written responses for the Executive Director's signature and maintains the Executive Director's and Chief Deputy Director's working schedule and calendar. The Executive Assistant researches and gathers background data from various sources for sensitive and confidential decisions made by management staff. The Executive Assistant independently prepares and signs letters and a wide variety of administrative documents; develops and implements a computer based internal tracking system and effective filing system to ensure timely and appropriate responses to incoming correspondence from the Governor's office and various agencies. Helps plan for Council and Executive Committee meetings as needed, including typing meeting agendas and taking minutes. Additional responsibilities may include assisting Council members with travel arrangements to meetings. Travel may be required to attend Council and Executive Committee meetings.

DESIRABLE QUALIFICATIONS:

- Must be dependable, punctual and have effective telephone and interpersonal skills. Excellent typing/personal computer skills and familiarity with Microsoft Windows, Word, Access, Excel and Outlook.
- Manifest sound judgment, tact and discretion in dealing with confidential information. Ability to meet deadlines and work under pressure.
- Adaptability to change in workload; good organization and time management skills and ability to perform multiple tasks.

SELECTION CRITERIA: Applicants must be eligible through lateral transfer, currently at the Executive Assistant level or who have list eligibility for appointment to this classification. Applications will be screened and only the most qualified candidates will be interviewed. If interested, please submit a completed State application (Form 678) and resume to:

State Council on Developmental Disabilities
1507 21st. Street, Suite 210 – MS 19-38
Sacramento, CA 95814
ATTN: Cindi La Due
(916) 322-8481

Revised: 6/28/06